

**SALT LAKE COMMUNITY COLLEGE**  
**UDOT Basic Grammar and Introduction to Writing**  
**Level III**

**SYLLABUS**

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Text: *The Least You Should Know About English: Writing Skills*, Eighth Edition  
A folder to compile your work

**EXPECTATIONS AND REQUIREMENTS**

**Objectives:** This course is designed to help you develop your writing skills with an awareness of audience and purpose, and to gain a better understanding of the role writing plays in your lives and your careers.

**Requirements:**

This is a computer-assisted writing course. All major work must be completed on a word processor. I would prefer you send weekly assignments to me using the internet. My e-mail address is [Alena.Balmforth@slcc.edu](mailto:Alena.Balmforth@slcc.edu). If possible, you will have the opportunity to work with peers, use spell check and utilize computer revision to insure you can produce well-developed, and produce final drafts with minimal errors.

All work must be submitted on or before the dates specified. Failure to do so without consulting your instructor may result in a grade reduction.

Should you fail to finish any assigned work by class time, on the day it is due, **please attend class anyway**. The next assignment will be discussed on that day and if you are not in class you will find yourself even further behind.

**Keep copies of all work completed during the course until your final grade has been posted. In order for me to discuss your grade, all assignments need to be available for review.**

## **GRADING POLICY**

Although the course is non-credit, it is required that students receive a "C" or better to pass the class. Your grade will be based on a point system. Points are assessed on the following schedule and tabulated at the end of the course to determine the letter grade.

150 Points for Weekly Writing Assignments

50 Points for Final Essay

200 Points Possible

A	200 - 180
B	179 - 160
C	159 - 140
D	139 - 120
E	119 and below

## **WRITING PORTFOLIOS**

### **Mid-Term Portfolio**

This portfolio is a compilation of regular exercises, assignments, and writing samples you will complete during the first half of the term but were unable to submit through the internet. Writing assignments will develop from readings and activities in your textbook, as well as other sources. These assignments are essential to your grade.

Due dates: Writing assignments will be evaluated as they are submitted via the internet and/or when portfolio is submitted  
Portfolios are due December 20, 2008

### **Final Portfolio**

This final portfolio will consist of regular exercises, assignments, and writing samples you complete during the last part of the term but were unable to submit through the internet. Your final assignment will be a well organized persuasive essay on a bill proposed before the Utah State Legislature, supporting a position on an issue important to you.

Due dates: Writing assignments will be evaluated as they are submitted via the internet and/or when portfolio is submitted  
Final portfolio is due April 25, 2009.

## SCHEDULE

### Week 1

- November 17, 2008 - In class: **Introduction** to course and expectations of class.  
**Netiquette** – what it means and why it is important.  
**Summary writing**  
- Homework: **Send an e-mail** to your instructor telling her something about yourself most people do not know.  
**Find a letter to the editor** in your newspaper.  
**Summarize it.** Then, in a separate paragraph, respond to the article by agreeing or disagreeing with the writer. Why do you agree or disagree? What could the writer say that would be more convincing?  
Keep this assignment in your portfolio.

### Week 2

- ~~NO CLASS~~ on November 24, 2008 - In class: **Paragraph writing** using descriptive details  
December 1, 2008 Homework: **Choose a picture** that is interesting to you. Use details to **write a paragraph** that lets the reader know what it in the picture. Use as many senses as you can to give sufficient details.  
Keep this assignment in your portfolio

### Week 3

- ~~December 1, 2008~~ - In class: **The Essay** – what it is and how it is used  
**Awareness of audience and purpose**  
December 8, 2008 - Homework: **Brainstorm** a list of words to focus on a topic you could develop into a paragraph or essay.  
**Cluster your ideas** to show how they relate to each other.  
**Write two letters** about the same topic to two different audiences.  
Keep this assignment in your portfolio

### Week 4

- ~~December 8, 2008~~ - In class: **Writing in your own voice** and development of an essay through narration and description  
January 12, 2008 - Homework: **Assignment 1, page 220** – Famous sayings  
Keep this assignment in your portfolio

**By December 20, 2008**, submit all of the above work that has not been sent through the internet.

**HAVE A WONDERFUL AND SAFE HOLIDAY SEASON**